

MEETING MINUTES

Date	16 September 2020		
Location	Jack's Hideout		
Time meeting opened	8.00 am	Time closed	9.45am
Person keeping minutes	Meg Purser		

ATTENDEES

Name	Abbreviation	Business represented
Sandra Maloy	SM	QS Books
Kellie Mann	KM	Lotus Fashion
Janice Musumeci	JM	July Jones Style Studio
Rob Greer	RG	Jacks Hideout
Rob Burton	RB	Beaumont Street Newsagency
Evan Reid	ER	Commonwealth Bank
Apologies		
Kate Ellis	KE	Sportspower
Guests		
Meg Purser	MP	Purser Corporate Communication
Thomas Michel	TM	City of Newcastle

MINUTES:

Item	Details	Actions
Governance		
Conflict of interest	Nil	
Previous minutes	19 August 2020 Approved	PCC: distribute to CN for upload to BIA page on website
Matters arising		CN: TM to follow-up actions from previous minutes
Correspondence	Request from Jeremy Bath to visit BIA board meetings. PCC has provided meeting dates.	PCC: Advise of October meeting and AGM date
Budget	Account balance: \$103,000 pending current invoice payments	JM and SM to provide bank statements and invoiced paid to date to PCC ER: to establish Debit Visa account for HBA with CommBank for credit card payment options
Board	Due to work commitments Christine Martin has tendered her resignation	JM to accept but encourage continued connection PCC; Note for compliance ER to organise to be signatory.

	Evan Reid to full treasurer role with HBA and to be included as signatory to HBA bank account.	
Subcommittee reports		
Live Spots	PCC provided Live Spots launch PR report. Live Spots has been invited to participate in Big Picture Festival.	KM, MP to meet with Joe Relic to manage.
Business Support	The Business Support Hub was launched by Lord Mayor on Thursday 10 September. HBA represented by RB.	MP to meet with BIA project lead Cornelia Schulze and Business Centre ongoing MP to chase Reece Hignall about support.
Visitor Economy	MP represents all BIAs in NTIG Round Table and provided update on activities to date. HBA to consider partnerships with operators of visitor experience e.g. walking food and culture tours etc	HBA to support broader advocacy and promotion options.
Social Media	ER to become Social Media Director	
Business Beat	KE and MP met with Spt Gerard Lawson. NSW Police have welcomed initiative. Details of first Business beat to be refined.	PCC: coordinate media and comms + BIA participation
Events	Double Digits has been appointed to assist HBA determine an appropriate (note Covid) event calendar. <ul style="list-style-type: none"> • Footpath Fashion – pop up fashion parades in fashion retailer on one day in October. Budget \$3,000 approved. • 12 days of Christmas – 10 to 22 December to feature Santa, specials etc, Budget \$6,000 approved 	Double Digits to refine plan and Budget. TM: Clock Tower spaces to be home of Santa and a Christmas shop.
Fill shops	Newcastle Men's Shed has with the support and work of HBA found permanent premises within the Westpac branch footprint for peppercorn rent of about \$1 per year. ER and JM recognised for their hard work and commitment. The Shedders have moved in and are already improving the site appearance with a view to opening their retail space as quickly as possible.	PCC to coordinate communication with CN and media MP to chase Reece re becoming a face of the

	JM and MP have been working with MasterChef Reece Hignall to help him locate within precinct.	Business Support Hub project.
Beautification	Bec Murray continue with street art completion project. SM suggested that members be asked to beautify their shop front.	JM: incorporate in letter to members. See below
Light up	JM and KM met (virtually) with Signify regarding modern lighting options for precinct. Proposal to light up Clock Tower – in time for Christmas. Awaiting quote and project scope.	
General business	<p>Member comms – suggest letter be drafted and distributed personally to members to include:</p> <ul style="list-style-type: none"> • Overview of HBA and work to date – Live Spots, Bus Support, Men's Shed, Street art • Directors contacts • Keeping it clean • Parking – do the right thing – don't take a park that your customer needs. <p>Stakeholder comms – JM and SM met with Cr Duncan and local residents who are supportive of HBA and its work and offered to support via volunteers etc.</p> <p>Website domain registered and held www.hamiltonbusinessassociation.com.au</p>	JM to draft. MP to assist
	TM arrived at 8.30am an provided brief update which included Newcastle Food Festival.	<p>Actions for TM for CN:</p> <ul style="list-style-type: none"> • Hamilton precinct funding. Please provide a spreadsheet of SBR funding collected and the amount disseminated and to what project or organisation for the 2018 to 2019, 2019 to 2020 years. • Clock Tower Shops – James street Plaza plans but also opportunity to pursue space for HBA 12 days of Christmas promo. • Provide contact for external projects that have been proposed

		<p>for this or other precincts that the HBA might collaborate with – e.g. tourism experience.</p> <ul style="list-style-type: none"> • Introduce Food Festival to HBA for potential integration with 'Eat on B Street'
Review: how did we go?	Lots of work getting done with thanks to hard working directors.	

NEXT MEETING:

Date:	Wednesday 21 October 2020
Time:	8.00 am to 9.30am
Location:	Jack's Corner – Hamilton